SECRET

3 September 1971

25X1A MEMORANDUM FOR: ███████████████████████

SUBJECT   : Temperature Surveys of Agency Records Center, ███   25X1A

1. Attached for your information are Charts of Surveys con-
ducted by the Chief, CIA Archives and Records Center, at ████ from   25X1A
1966 to 1971 which indicate humidity and temperature fluctations
of more than 40 percentage points and 15 degrees (instead of the less
than 5 normally allowable) inside ███████████████ It is im-   25X1A
portant to note that this long standing problem pre-dates the current
installation of movable shelving and will have to be solved after
that installation is completed. Extreme temperature fluctations are
detrimental to historic paper documents stored for long periods of
time but are even more harmful for microfilm and magnetic tapes
which we expect to receive in greater quantities in the near
future.

25X1A 2. █████████ Chief, Support Services Staff, DDS has requested
that I forward these to you for discussion with the Real Estate and
Construction Division engineers and to be held with other plans and
surveys of the Records Center, such as the engineering study of humidity,
5X1C temperatures, and electricity which ██████████████████ 25X1C
██████████ conducted prior to the development of specifications
for the motorized shelving.

3. We plan to take up review of the equipment to stabilize the
25X1A temperature and humidity in ████ upon completion of the current movable
shelving project. In the meantime, please call me on #2468 if you or
the engineers have any questions concerning these charts or the temper-
ature and humidity problem.

████████████████████████████

████████████████████████████   25X1A

CIA Records Administration Officer

Attachments:
Ten Charts A thru E, 1 and 2
25X1A Two ████ Memos on correction of equipment
Transmittal from C/A&RC to C/SSS

25X1A DDS/SSS/RAB ████████:fms (3 Sep 1971)
Distribution:
Orig & 1 - Addressee
25X1A   1 - ████████████████
             1 -
             1 -
             1 - C/A&RC

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